

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**UTILITY SYSTEM MAPPER
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs skilled map drafting and related technical work in preparing and maintaining maps of water and wastewater lines. Employee reports to the Water Maintenance Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for creating and maintaining computer maps of City utility lines. Work involves receiving information pertaining to line installation and entering data into computerized mapping programs, or modifying maps to reflect new lines and other identifying data. The work requires considerable accuracy and attention to details in obtaining and entering map data. Employee is also responsible for assisting various parties, such as repair crews, requiring information about line locations. Employee also performs tests and records related data, trains employees, troubleshoots problems, and operates complex leak detection and other highly specialized equipment. The employee uses knowledge and skills obtained through training and experience and makes decisions as required, in accordance with standard procedures. The work is performed under the general supervision of the Water Maintenance Superintendent and is subject to review for the accuracy and completeness of processed maps.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Utilizes computerized data entry equipment and specialized database program to enter, store an/or retrieve information pertaining to location and layout of City water distribution and wastewater collection lines and fixtures.

Plots and prepares maps of utility system layout and fixtures; records line measurements.

Assists City work crews, private contractors and other interested parties in locating utility lines and fixtures.

Establishes and maintains filing system, filing and retrieving material as necessary.

Records fire hydrant flow data.

Trains departmental employees in job safety.

Operates water leak detection and other highly specialized equipment, including GPS, in the location of water lines and water line leaks.

UTILITY SYSTEM MAPPER

Troubleshoots complex water system maintenance problems, such as customer low pressure or small quantity leaks.

Performs fire hydrant flow tests, service line flow tests, flow and pressure recording tests.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the use and application of computer-driven geographic information systems (specifically ARCINFO).

Considerable knowledge of standard practices, materials and equipment used in land survey drafting.

Considerable knowledge of the geographic layout of the City and its water and wastewater lines.

General knowledge of the principles and practices of cartography.

Skill in the use of drafting instruments for the revision of existing maps or creation of new maps.

Skill in the use, maintenance and calibration of those instruments used for testing and recording hydrant flow and pressure, and service line flow and pressure.

Ability to perform all math functions and the ability to read with effective comprehension.

Ability to teach and train other departmental employees

Ability to develop step-by-step plans to narrow alternatives and to find the source of problems.

Ability to deal courteously and tactfully with City personnel, contractor and the public.

Ability to maintain effective working relationships with other employees.

MINIMUM EXPERIENCE AND TRAINING

A.A.S. degree in civil engineering or related field, and experience in drafting and surveying; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a Class "B" Water Distribution System Operator's Certificate issued by the North Carolina Department of Environment, Health and Natural Resources. Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

UTILITY SYSTEM MAPPER

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 12
Non-Exempt